

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE PROMOTIONAL EXAMINATION FOR:

SENIOR OFFICE AND KEYBOARD WORKER - #76-537

DATE OF EXAMINATION
OCTOBER 02, 2004

*Examination Fee - \$7.50

LAST FILING DATE
AUGUST 25, 2004

SALARY: Grade 7 - \$22,156.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within Schoharie County departments and school systems.

PROMOTIONAL QUALIFICATIONS: Limited to employees permanent for twelve months in the position of Office and Keyboard Worker.

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class are varied and moderately difficult. Positions often require a good understanding of agency programs, office procedures and policies and the laws and regulations which pertain to the position. The duties also require the proficient use of an alpha-numeric keyboard or typewriter. Excepting the ability to type, this class is comparable to Senior Office Worker. Incumbents must exercise independent judgement in the application of prescribed procedures and methods to routine cases. Positions in this class may involve regular contact with the public on routine matters. While some duties are the same as those of Office and Keyboard Workers, they are likely to be more difficult and complex. Incumbents lead in the work, seldom have to consult a supervisor, and train new workers. Incumbents may perform some routine fiscal work; however, neither the speed nor accuracy of a proficient account clerk are required or expected. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical employees. Does related work as required.

SUBJECT OF THE EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. Clerical operations with letters and numbers;
2. Coding/decoding information;
3. Name and number checking;
4. Office record keeping ; and
5. Understanding and interpreting written material.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the performance test in typing. The typing test will consist of a test of accuracy and speed of typing at a minimum acceptable rate of 40 words per minute. This test will be administered on a computer keyboard at a later date.

RETEST POLICY: Candidates who fail the typing performance of an examination will be permitted a retest, which will be held on the same day.

WAIVER POLICY: If a candidate has already passed a civil service typing exam at 40 words per minute or higher within the last five years from the date of the written test and can submit verifiable evidence containing the title, location of test, test date and passing speed, a waiver may be considered.

YOU MUST PASS BOTH WRITTEN AND PERFORMANCE PORTIONS OF THIS EXAMINATION.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and announcements are available on our web site @www.schohariecounty-ny.gov

ISSUE DATE: JULY 26, 2004

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.